

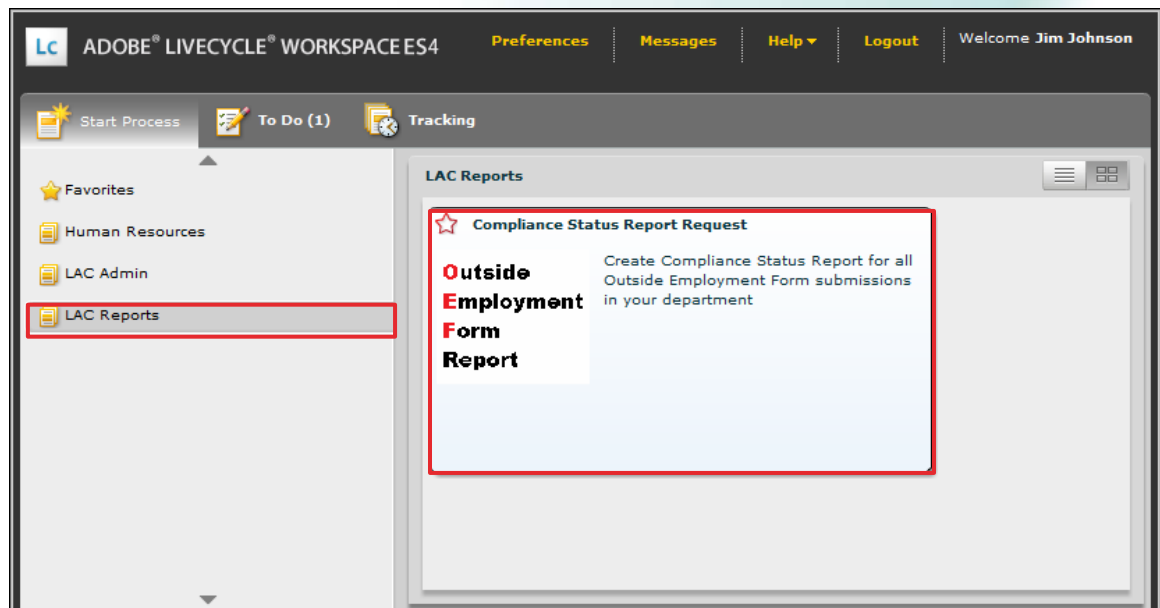


Compliance Status Report | May 2014

The Compliance Status Report provides the status of individual Outside Employment Form submissions in a given department. Access to run the report is restricted to Departmental Administrators, but Administrators are free to forward the report to Managers and Supervisors in their respective departments. The report has two versions: .PDF and .CSV. The .PDF version must be used "as is," but the .CSV version can be opened in Microsoft Excel and sorted as necessary.

To access the report:

- Log on to mylacounty.gov and click on the **eForms** link.
- In the Adobe LiveCycle Workspace, click on the **Start Process** icon.
- Then, click on the **LAC Reports** tab. You will see the **Compliance Status Report Request** panel as shown below.



- Click on the **Compliance Status Report Request** panel to open the report variable screen.

Workspace Fullscreen - Compliance Status Report Request

COUNTY OF LOS ANGELES
OEF Compliance Status Report Request

The OEF Final Report will be generated based on submission for the following department:
Human Resources #100

Report Date Range:

Start Date: 01/01/2014 End Date:

Filter Option:

- All
- Completed
- In Progress
- Not Started

Save Complete

- Enter the **Start Date** and **End Date** to narrow down the Report Date Range.
 - The earliest report Start Date that could be selected is January 1 of the current year.
 - Leaving the End Date blank automatically selects the current date.
- You may further refine the results by applying the appropriate **Filter Option** to generate reports by All, Completed, In Progress or Not Started submissions.
 - **All** – runs the entire report.
 - **Completed** – will show employees whose forms have been submitted, approved, and archived.
 - **In Progress** – will show employees whose forms have been submitted but not completed. Includes information on the current step.
 - **Not Started** – will show employees who have not submitted a report within the date range.
- Click on the **Complete** button to submit the request. The report will begin generating in the background and you will be returned to the LAC Reports screen.
- When the report is complete, you will receive an email notifying that the “Compliance Status Report is ready for your review.” You may access the report by clicking on the link provided in the email, or you may log into mylacounty.gov, click the **eForms** link, and

ADOBE® LIFECYCLE® WORKSPACE ES4

Preferences Messages Help Logout Welcome Jim Johnson

Start Process To Do (2) Tracking

Search Templates

Drafts (0)

Jim Johnson (2)

Show All

APP-eForm Admin - Hu...

Jim Johnson

Send back reports to user

Outside Employment Form Report

Compliance Status Report is ready for your review. After 2 weeks, the report will be removed automatically.

- Workspace Fullscreen - Send back reports to user

This file claims compliance with the PDF/A standard and has been opened read-only to prevent modification.

Enable Editing

OEF Compliance Status Report - Human Resources

from January 1, 2014 to May 7, 2014

May 7, 2014

Employee ID	Last Name	First Name	Pay Loc	Dept	Org	Manager	Supervisor	Status	Curr Step	Curr Performer
Completed										
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Denied	Archived	
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Approved	Archived	
e447496	Jim	Johnson Iii	100	HM	11256	Jim Johnson Iii	Jim Johnson Iii	Approved	Archived	
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Denied	Archived	
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Denied	Archived	
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Approved	Archived	
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Approved	Archived	
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Denied	Archived	
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Denied	Archived	
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Approved	Archived	
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Approved	Archived	
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Approved	Archived	
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Approved	Archived	
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Approved	Archived	
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Approved	Archived	
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Approved	Archived	
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Approved	Archived	
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Approved	Archived	
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Approved	Archived	
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Approved	Archived	
e519095	David	Williamson	100	HM	11256	Rolando Gorbea	Rolando Gorbea	Denied	Archived	
e238474	David	Williamson	100	HM	11257	Jeremy Gray	Jeremy Gray	Denied	Archived	
e238474	David	Williamson	100	HM	11257	Jeremy Gray	Jeremy Gray	Approved	Archived	
e519095	David	Williamson	100	HM	11256	Rolando Gorbea	Rolando Gorbea	Approved	Archived	
Total Completed: 19										
In Progress										
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Department A	Department Admin	Gr
e238474	Jim	Johnson Iii	100	HM	11257	Jeremy Gray	Jeremy Gray	Department A	Department Admin	Gr

- To look at the .CSV version of the report, click on the **Attachments** tab,

The screenshot shows the Adobe LiveCycle Workspace ES4 interface. The top navigation bar includes 'Start Process', 'To Do (1)', and 'Tracking'. The left sidebar shows 'Search Templates', 'Drafts (0)', and a user profile for 'Jim Johnson (1)'. The main content area is titled 'Send back reports to user' and has tabs for 'Task Details', 'Form', 'History', and 'Attachments (1)'. The 'Attachments (1)' tab is selected and highlighted with a red box. A message at the top of the tab states: 'This file claims compliance with the PDF/A standard and has been opened read-only to prevent modification.' Below this is a preview of the 'OEF Compliance Status Report - Human Resources' for the period 'from January 1, 2014 to May 7, 2014'. The report includes a table with columns: Employee ID, Last Name, First Name, Pay Loc, Dept, Org, Manager, Supervisor, Status, Curr Step, and Curr Performer. The table is divided into 'Completed' and 'In Progress' sections. The 'Completed' section lists 19 employees with their respective details. The 'In Progress' section lists 3 employees. A 'Remove' button is located at the bottom right of the report preview.

and, click on the **Title** of the attachment to open the report in Microsoft Excel.

The screenshot shows the Adobe LiveCycle Workspace ES4 interface, specifically the 'Attachments (1)' tab. The tab is titled 'Add New' and has radio buttons for 'Attachment' (selected) and 'Note'. Below this are fields for 'Name' (with a 'Browse...' button) and 'Permissions' (set to 'Read Only'). At the bottom, there is a table with columns: Title, Added By, Date Added, Date Last Modified, and Permissions. The table contains one row with the following data: Title: 'OEF Compliance Status Report - Human Resources', Added By: 'System Context Account', Date Added: 'May 07, 2014', Date Last Modified: 'May 07, 2014', and Permissions: 'Read/Edit/Delete'. The 'Title' column is highlighted with a red box.

Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

A1 Employee ID

compliance_status_report [Read-Only]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Employee ID	First Name	Last Name	Pay Locat	Departme	Organizat	Manager	Superviso	Approval	Status	Current St	Current P	Outside E	Last Up
2	e238474	Jim	Johnson II	100	HM	11257	Jeremy Gr	Jeremy Gr	Denied	Complete	Archived		YES	#####
3	e238474	Jim	Johnson II	100	HM	11257	Jeremy Gr	Jeremy Gr	Approved	Complete	Archived			#####
4	e447496	Jim	Johnson II	100	HM	11256	Jim Johns	Jim Johns	Approved	Complete	Archived		YES	#####
5	e238474	Jim	Johnson II	100	HM	11257	Jeremy Gr	Jeremy Gr	Denied	Complete	Archived		YES	#####
6	e238474	Jim	Johnson II	100	HM	11257	Jeremy Gr	Jeremy Gr	Denied	Complete	Archived		YES	#####
7	e238474	Jim	Johnson II	100	HM	11257	Jeremy Gr	Jeremy Gr	Approved	Complete	Archived		YES	#####
8	e238474	Jim	Johnson II	100	HM	11257	Jeremy Gr	Jeremy Gr	Approved	Complete	Archived		YES	#####
9	e238474	Jim	Johnson II	100	HM	11257	Jeremy Gr	Jeremy Gr	Denied	Complete	Archived		YES	#####
10	e238474	Jim	Johnson II	100	HM	11257	Jeremy Gr	Jeremy Gr	Denied	Complete	Archived			#####
11	e238474	Jim	Johnson II	100	HM	11257	Jeremy Gr	Jeremy Gr	Approved	Complete	Archived			#####
12	e238474	Jim	Johnson II	100	HM	11257	Jeremy Gr	Jeremy Gr	Approved	Complete	Archived			#####
13	e238474	Jim	Johnson II	100	HM	11257	Jeremy Gr	Jeremy Gr	Approved	Complete	Archived			#####
14	e238474	Jim	Johnson II	100	HM	11257	Jeremy Gr	Jeremy Gr	Approved	Complete	Archived		YES	#####
15	e238474	Jim	Johnson II	100	HM	11257	Jeremy Gr	Jeremy Gr	Approved	Complete	Archived			#####
16	e238474	Jim	Johnson II	HM010	HM	11257	Jeremy Gr	Jeremy Gr	Approved	Complete	Archived		YES	#####
17	e519095	David	Williamso	100	HM	11256	Rolando G	Rolando G	Denied	Complete	Archived		YES	#####
18	e238474	David	Williamso	100	HM	11257	Jeremy Gr	Jeremy Gr	Denied	Complete	Archived			#####

Ready 100%

- You will now be able to save the report or sort the information as necessary.